

DHL WORLDWIDE EXPRESS TAŞIMACILIK VE TİCARET A.Ş.

APPLICATION FORM

OVERVIEW

Owners of personal data (hereinafter referred to as “Applicants”), who are defined as data subjects in Personal Data Protection Law No. 6698 (“KVKK”), are granted certain rights to make any claims regarding the processing of their personal data pursuant to Article 11 of KVKK.

Pursuant to Article 13(1) of KVKK, applications to be made to our Company, i.e. the data controller, with regard to the aforementioned rights, are required to be communicated to us in writing or through the other methods determined by the Personal Data Protection Board (the “Board”).

For “written” applications to our Company, a printout of this form may be taken and submitted to us through the following means:

- Upon personal application of the Applicant;
- Through a notary public;
- Sending it to the Company’s registered email address with the Applicant appending their “secure electronic signature”

as mentioned in the Electronic Signature Law No. 5070.

Below is information on how written applications are submitted to us, with reference to written application channels.

Method of Application	Address for Application	Information to be Specified in Application
Personal Application (Applicant comes in person to apply with documentation proving their identity)	DHL Express IGA Istanbul Yeni Havalimanı, DHL Express Kargo Terminali Tayakadın Mah., Nuri Demirağ Cad., Kargo Bölgesi No.: 9 34283 Istanbul/ Türkiye	The envelope shall be marked with a phrase “Request for Information under the Personal Data Protection Law”.
Through a notary	DHL Express IGA Istanbul Yeni Havalimanı, DHL Express Kargo Terminali Tayakadın Mah., Nuri Demirağ Cad., Kargo Bölgesi No.: 9 34283 Istanbul/ Türkiye	The notarial envelope shall be marked with a phrase “Request for Information under the Personal Data Protection Law”.
Via Registered Electronic Mail (KEP) by signing with a “secure electronic signature”	dhlexpress@hs01.kep.tr	The phrase “Request for Information under the Personal Data Protection Law” shall be specified in the subject field of e-mail.

Additionally, after the announcement of other methods as may be determined by the Board, the procedures for receiving applications through such methods will be announced by our Company.

Your requests will be responded to within thirty days from our receipt of your request, depending on the nature of the request, in accordance with Article 13(2) of KVKK. Our responses will be communicated to you in writing or electronically in accordance with the provisions of Article 13 of KVKK.

A. Applicant's contact details:

Given Name	
Surname	
Turkish ID Number:	
Phone Number:	
Email: <i>(If provided, we will be able to respond to you more quickly.)</i>	
Address:	

B. Please indicate your relationship with our Company. *(Customer, business partner, job applicant, former employee, employee of a third-party company, shareholder, etc.)*

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:
The department with which you are in contact:	
Subject:	

<input type="checkbox"/> I am a Former Employee <i>Employment Period:</i>	<input type="checkbox"/> I Have Submitted a Job Application / Shared a Resume <i>Date:</i>
<input type="checkbox"/> Other:	<input type="checkbox"/> I am an Employee of a Third-Party Company <i>Please specify the company you worked for and your position</i>

C. Please specify your request under KVKK in detail:

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D. Please choose how we should respond to your request:

- Send it to my physical address.
- Send it to my email address.
(We will be able to respond to you more quickly if you choose email.)
- I would like to receive it personally.
(A notarized letter of attorney or authorization certificate is required for deliveries by proxy.)

The application form hereby has been issued in order to determine your relationship with our Company, to determine your personal data processed by our Company, if any, and to respond to your relevant application accurately and within the legal period. In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, our Company reserves the right to request additional documents and information (a copy of identity card or driver’s license, etc.) for identification and authorization. In the event that the information regarding your requests submitted through the form is not accurate and up-to-date, or an unauthorized request is made, our Company will not be liable for such incorrect information or requests originating from unauthorized applications.

Applicant’s (Data Subject) Name

and Surname :

Application Date :

Signature :